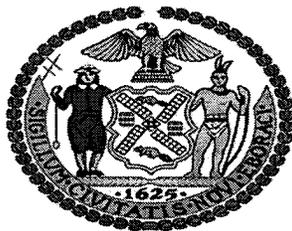


*Office of the
PUBLIC
ADMINISTRATOR
Of Kings County*



www.nyc.gov/kcpa

*Bruce L. Stein, Esq.
Commissioner*

*Aaishatu D. Glover, MS, MBA
Deputy Commissioner*

November 13, 2013

EEO Policy Statement

The Office of the Public Administrator of Kings County is an Equal Opportunity Employer

It is the policy of the Office of the Public Administrator of Kings County (hereinafter referred to as “the office”) to provide for and promote equal employment opportunity in employment, compensation and other terms and conditions of employment without discrimination on the basis on actual or perceived race, color, national origin, alienage or citizenship status, religion or creed, gender (including “gender identity”-which refers to a person’s actual or perceived sex, and includes self-image, appearance, behavior, or expression, whether or not different from that traditionally associated with the legal sex assigned to the person at birth), disability, age (18 and over), military status, prior record of arrest or conviction, marital status, genetic predisposition, or carrier status, sexual orientation, or status as a victim of domestic violence, a sex offense or stalking.

The Office of the Public Administrator of Kings County is committed to ensuring that all its employees are aware of the practices and are compliant with the standards listed in the City of New York’s EEO Policy. The Office of the Public Administrator of Kings County has designated the following individuals as the EEO Officers. These individuals are also trained and authorized for complaint intakes/investigations:

Aaishatu Glover
Raymond Paulucci

I want to reaffirm, it is the Policy of the Office of the Public Administrator of Kings County to provide a workplace that values diversity and inclusion for all employees, individual citizens and the communities they represent. All reasonable accommodation requests should be directed to Aaishatu Glover. It is also the policy of the Office of the Kings County Public Administrator to provide reasonable accommodations and reasonable modifications as are necessary to the work environment, or to the manner or circumstance under which the position

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held or desired is customarily performed, that enables a qualified individual with a disability to perform the essential functions of that position. The EEPD recently completed an audit of the Office of the Public Administrator of Kings County. Some of the recommendations include:

- Documenting all requests for reasonable accommodations in the future and their outcomes;
- Appointment of a Section 55-a Program Coordinator;
- Development of a plan to evaluate managerial employees;

Based on the above recommendations, Aaishatu Glover is appointed as the Section 55-a Program Coordinator. We have also updated the Organizational chart to reflect the appointment of Aaishatu Glover's position as EEO officer, reporting directly to the agency head.

If you need further information, please contact the Office of the Public Administrator of Kings County at 718-643-3032.

Sincerely,

Bruce L. Stein, Esq
Commissioner